



# **HARDWARE Request for Quote (RFQ) Tutorial**



**June 2013**

# Introduction

- This briefing will introduce the Request for Quote (RFQ) process
- Requests for Quotes (RFQs) must be created by using the CHESSE IT e-mart <https://chess.army.mil>
- You will learn:
  - How to create and submit an RFQ
  - How to manage your RFQs
    - Amending an RFQ
    - Canceling an RFQ
    - Transferring an RFQ
  - How to view RFQ responses from Vendors
  - How vendors view RFQs from Requestors

# Table of Contents

- The RFQ Process
- Amending an RFQ
- Canceling an RFQ
- Transferring an RFQ
- Vendor View of RFQ Responses
- Requestor View of RFQ Responses





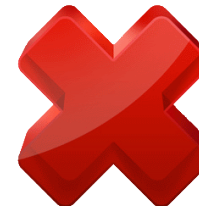
# CAUTION

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## Please NOTE:

- The RFQ process runs best in Firefox, Internet Explorer 9 or 10 and Google Chrome.

### Not Recommended



# The RFQ Process

# Step 1 – Access the RFQ Manager


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COMPUTER HARDWARE,  
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Army's designated "primary source" for commercial IT

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**Hardware**


- PC/Notebook/Printer/VTC
- Servers, Networking, VTC
- Unified Capabilities Product List

**Software**


- All Software Agreements
- Microsoft
- Army Software Downloads

**Services**


- ITES-2S
- ITS-SB
- Online RFP Tool

**Consolidated Buy**

- Product & Prices
- Schedule
- Exceptions

**CHESS Training**

- CHESS 101 Briefing
- Ordering Guides
- RFQ Tutorials

**Other Links**

- RFQ/RFP**
- Waivers
- Policy

**Mission**  
Be the Army's "Primary Source" to support the Warfighter's Information

**Featured** **News**

**FAQs**  
[How Can I Request A Waiver?](#)

**Click on "RFQ/RFP/RFI" on the Main Menu or under Other Links**

<https://chess.army.mil>

# Step 2 – Log into the CHESS IT e-mart

Authenticate

Contact Us | Feedback | FAQ | Sitemap | Login | Register Customer Support: 1-888-232-4405 (Hours: 8-5 EST)

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Hardware	Software	Services	RFQ/RFP	Consolidated Buy	Resources	About CHESS
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**Hardware**

- Contracts
- DoD UC APL
- Ordering Guides
- Consolidated Buy
- RFQ
- Waivers

**LogOn**

Please enter your user name and password. [Register](#) if you don't have an account.

Account Information

Email

Password

[Log On](#)

**Non-Army**

**CAC Login to AKO/DKO**

[CAC Login](#)

By clicking the Login button above, you agree to comply with the Terms of Use listed at the bottom

**Log In**

**Army**

**After logging in you will be returned to the home page – click on the RFQ/RFP link again.**

Scheduled Web site Outages: Saturdays between 2-5 AM EST and the 2nd & 4th Tuesday of the month between 7-12 PM EST. Any other non-scheduled outages will be posted as a banner at the top of the page.

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# Step 3 – Create a new RFQ

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Request For . . .

- ▶ RFI - Information
- ▶ **RFQ - Hardware**
  - Index
  - Create
- ▶ RFP - Services
- ▶ Waivers - Requests

**Request For Quote**

Show 10 entries Search:  Create Transfer

ReferenceNumber	Request Name	CreatedOn	Due Date	Status
No data available in table				

Showing 0 to 0 of 0 entries

**Then click the "Create" button**



**Ensure you are on the "RFQ- Hardware" tab**

**In order to expand information click the triangle to the left of the line item you want to expand**



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# Step 4 – Select a Category

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**Request For . . .**

- ▶ [RFI - Information](#)
- ▶ [RFQ - Hardware](#)
  - ▶ [Index](#)
  - ▶ [Create](#)
- ▶ [RFP - Services](#)
- ▶ [Waivers - Requests](#)

## Create Request For Quote

**Contracts**

Product Category

**ADMC-2**

W91QUZ-06-D-0003 : CDW-G  
 W91QUZ-06-D-0007 : Emtec Federal  
 W91QUZ-06-D-0005 : ITG  
 W91QUZ-06-D-0009 : NCS  
 W91QUZ-06-D-0001 : Telos

Note: You must select either one or all.

Request Name

Description  
Enter the details of your request. Provide a quantity for each product. Include sufficient information/details about your requirement so that the vendor can provide you with an accurate quote. Include POC information if there is someone the vendors can call/email if there are questions about the requirement. NOTE: You are limited to 4000 characters. Use the file attachment feature below if you need more space

Characters left: 4000

**Attachments**

Only the following file types will be accepted:

- Adobe Acrobat PDF (.pdf)
- Excel (.xls & .xlsx)
- TIFF Files (.tif)
- WinZip Files (.zip)
- Word (.doc & .docx)

You may upload with a maximum file size of 5 megabytes (MB) per file.

Select a category and contract vehicle from the drop down menus.

**New Feature!**  
 NOTE: ITES-2H & ADMC-2 are broken out by Product Category

# Step 5 – Select Vendors

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Request For . . .

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- RFQ - Hardware
  - Index
  - Create
- RFP - Services
- Waivers - Requests

## Create Request For Quote

Contracts

Product Category  
Ruggedized Devices

ADMC-2

W91QUZ-06-D-0003 : CDW-G  
W91QUZ-06-D-0007 : Emtec Federal  
W91QUZ-06-D-0005 : ITG  
W91QUZ-06-D-0009 : NCS  
W91QUZ-06-D-0001 : Telos

Clear Select All

Note: You must select either one or all.

Request Name

Description  
Enter the details of your request. Provide a quantity for each product. Include sufficient information/details about your requirement so that the vendor can provide you with an accurate quote. Include POC information if there is someone the vendors can call/email if there are questions about the requirement. NOTE: You are limited to 4000 characters. Use the file attachment feature below if you need more space

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- Word (.doc & .docx)

You may upload with a maximum file size of 5 megabytes (MB) per file.

Select all vendors unless the requirement meets one of the exceptions as defined in FAR 16.505 (b) or DFARS 216.505-70.

# Step 6 – Enter Requirement

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Request For ...

RFI - Information  
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## Create Request For Quote

Contracts

Product Category  
Ruggedized Devices

ADMC-2

W91QUZ-06-D-0003 : CDW-G  
W91QUZ-06-D-0007 : Entec Federal  
W91QUZ-06-D-0005 : ITG  
W91QUZ-06-D-0009 : NCS  
W91QUZ-06-D-0001 : Telos

Clear Select All

Note: You must select either one or all.

1 Request Name

2 Description  
Enter the details of your request. Provide a quantity for each product. Include sufficient information/details about your requirement so that the vendor can provide you with an accurate quote. Include POC information if there is someone the vendors can call/email if there are questions about the requirement. NOTE: You are limited to 4000 characters. Use the file attachment feature below if you need more space

3 Characters left: 4000

Attachments

Only the following file types will be accepted:

- Adobe Acrobat PDF (.pdf)
- Excel (.xls & .xlsx)
- TIFF Files (.tif)
- WinZip Files (.zip)
- Word (.doc & .docx)

You may upload with a maximum file size of 5 megabytes (MB) per file.

Enter the details of your request. Provide a quantity for each product. Include sufficient information/details about your requirement so that the vendor can provide you with an accurate quote.

NOTE: You are limited to 4,000 characters. Use the file attachment feature below if you need more space.

NOTE: Please DO NOT add an attachment with other vendor pricing!

- (1) Name the RFQ
- (2) Enter requirement and contact information (Type or cut & paste into the block)
- (3) Attach up to 5 documents (up to 5MB per file)

# Step 7 – Dates

To alter a date  
right click on  
the field you  
wish to change.  
Dates can not  
equal current  
date.

You may upload with a maximum file size of 5 megabytes (1MB) per file.

Browse... Clear

Browse... Clear

Browse... Clear

Dates

Acknowledge Expected Date  
5/12/2013

Response Expected Date  
5/11/2013

Due Date  
5/18/2013

Shipping Information

Shipping Mode  
CONUS

Has Multiple Shipping Addresses ☒

Shipping Instructions  
Enter countries, multiple addresses or any other special instructions that would assist the vendor.

Characters left: 4000

Include Contact Information ☒

Save Cancel

Today Done

May 2013 June 2013

Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3	4						1
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29
							30						

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Date Time Frames  
Acknowledge Expected Date: 2 Days  
Response Expected Date: 3 Days  
Due Date: 10 Days

**NOTE:** Dates can be altered but we ask  
you follow the time frame when  
applicable.

# Step 8 – Enter Shipping Info & Submit Completed RFQ

(1) Select CONUS or OCONUS from drop down menu

(2) Enter Shipping Information

(3) Click “Save” to submit RFQ

You may upload with a maximum file size of 5 megabytes (1MB) per file.

<input type="text"/>	Browse...	Clear
<input type="text"/>	Browse...	Clear
<input type="text"/>	Browse...	Clear
<input type="text"/>	Browse...	Clear
<input type="text"/>	Browse...	Clear

**Dates**

Acknowledge Expected Date

Response Expected Date

Due Date

**Shipping Information**

Shipping Mode

Has Multiple Shipping Addresses ☒



Shipping Instructions  
Enter countries, multiple addresses or any other special instructions that would assist the vendor.

Characters left: 4000

Include Contact Information ☒


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# View of successfully submitted RFQ

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**RFQ 6 Created**

Request For . . .  
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 ▶ [RFQ - Hardware](#)  
   ▶ [Index](#)  
   ▶ [Create](#)  
 ▶ [RFP - Services](#)  
 ▶ [Waivers - Requests](#)

### Request For Quote

Show **10** entries
Search: 
[Create](#) [Transfer](#)

	ReferenceNumber	Request Name	CreatedOn	Due Date	Status	
▶ 6		RFQ Test 1	5/8/2013 9:08 AM	5/17/2013 8:00 PM	Open	<a href="#">Amend</a>   <a href="#">Cancel</a> <input type="checkbox"/>

Showing 1 to 1 of 1 entries

**Once your RFQ is submitted your screen will look like this. A black bar at the top will indicate that your RFQ has been created.**

**NOTE: Your screen will automatically update every 90 days and auto archive outdated RFQ's**




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# View of successfully submitted RFQ

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**RFQ 6 Created**

Request For ...

- RFI - Information
  - RFQ - Hardware
    - Index
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  - Waivers - Requests

Show 10 entries

ReferenceNumber	Request Name	Created On
6	RFQ Test 1	5/8/2013 9 AM

Showing 1 to 1 of 1 entries

Shipping information

Shipping Mode	CONUS
Multiple shipping addresses	True

Submitting POC

Name	User User
Email	User@user.com
Phone	1231231234
State	SC
Zip Code	12345

Product Category

Product Category	Ruggedized Devices
Program	ADMC-2
Status	Open
Cancel Reason	
Cancel Comment	
Date Cancelled	
Reference Number	6
Created On	5/8/2013
Request Name	RFQ Test 1
Description	This is only a test
Acknowledged	False
Date Acknowledged	
Acknowledgment Expected	5/10/2013
Responded	False
Date Responded	
Response Expected	5/11/2013
Due	5/18/2013
Last Updated	5/8/2013
Version (Amendments and Transfers)	0 (Original)

For a more detailed view double click the RFQ line item you would like to expand.

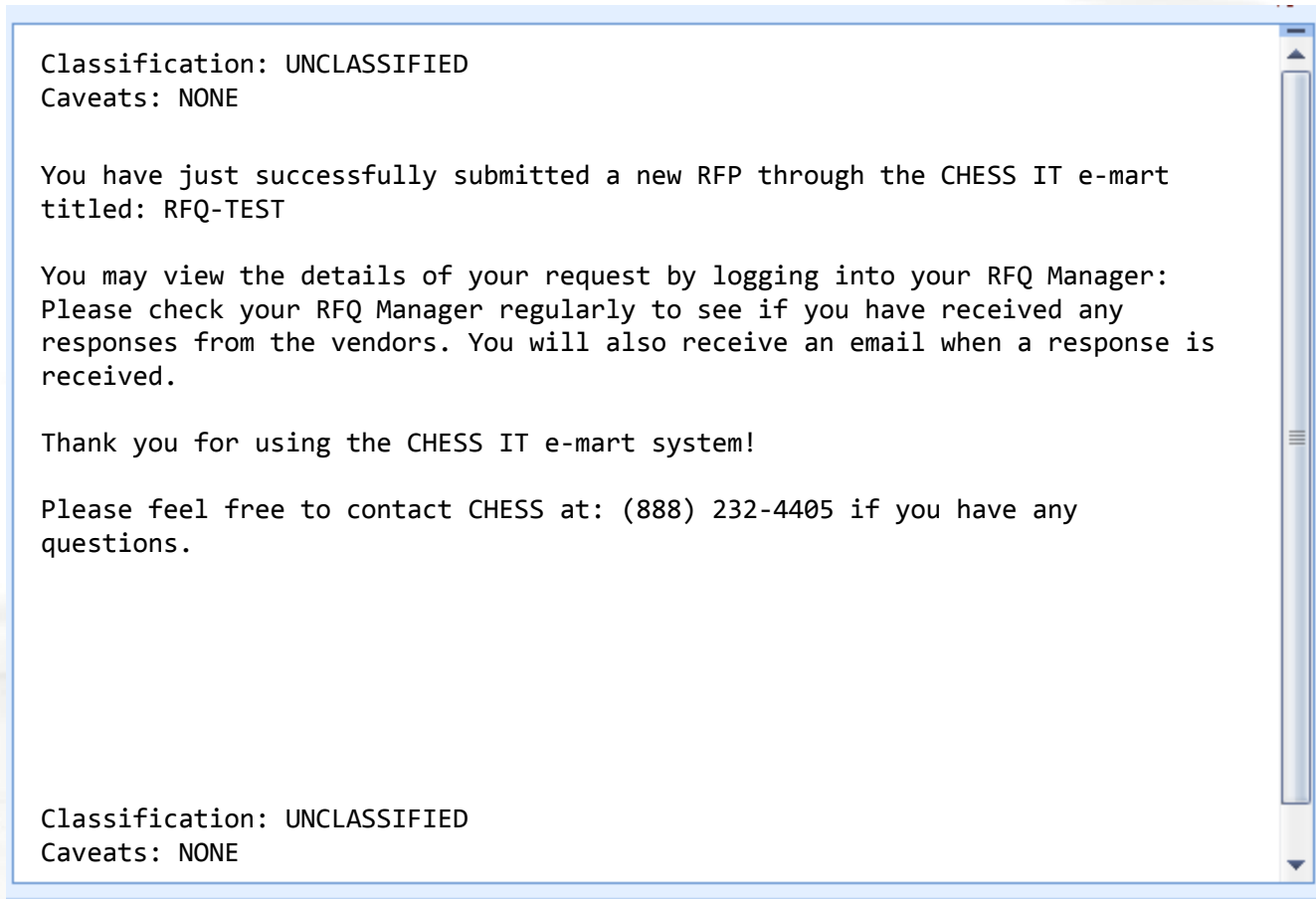


# The RFQ Process After Submission

- Requestor and vendor will receive RFQ notification via email from CHES IT e-mart.
- The vendor responds to the RFQ.
- The requestor receives email notification that RFQ responses have been posted to the requestor RFQ Manager.
- The requestor logs back into the RFQ Manager to view responses.

# Email to Requestor

- Once your RFQ is submitted you will receive an email from CHESs like the one below.



# Email to Vendor(s)

- Each vendor receives an email, which looks similar to this one, alerting them of your RFQ.

Classification: UNCLASSIFIED  
Caveats: NONE

The CHESSE IT e-mart has brought you a potential customer! By accessing the RFQ below, you are acknowledging the receipt of the RFQ.

Please coordinate with the customer concerning their pending RFQ by logging into the RFQ Manager.

Keep in mind that CHESSE customers are awaiting your response, and your timeliness in addressing their RFQs is greatly appreciated.

Thank you for using the CHESSE IT e-mart system!

Please feel free to contact CHESSE at: (888) 232-4405 if you have any questions.

Classification: UNCLASSIFIED  
Caveats: NONE



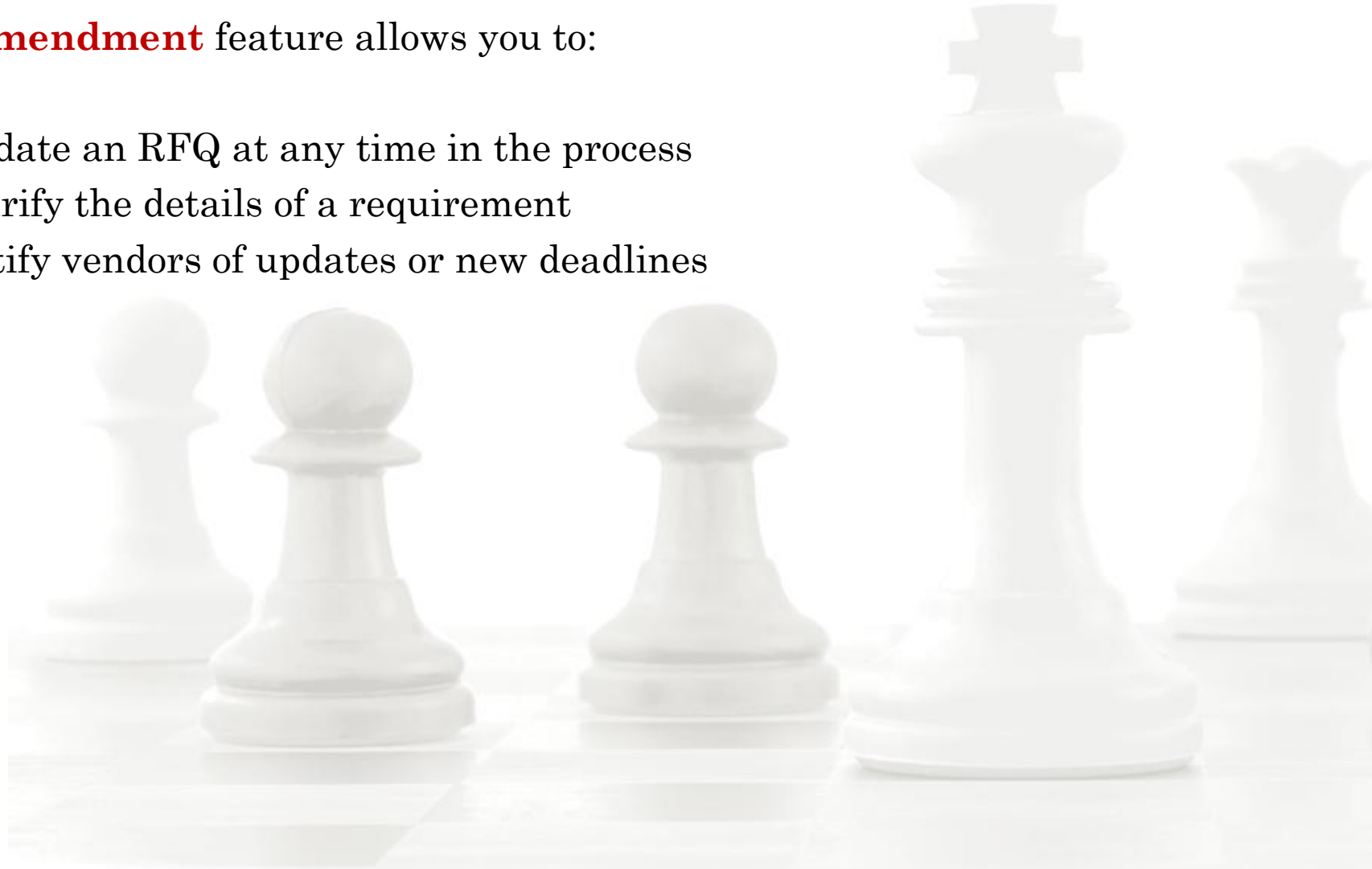
# Amending an RFQ

***“New Feature”***

# Amending an RFQ

The **Amendment** feature allows you to:


- Update an RFQ at any time in the process
- Clarify the details of a requirement
- Notify vendors of updates or new deadlines



# Amending an RFQ

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 ▶ [Waivers - Requests](#)


## Request For Quote

Show **10** entries      Search:       [Create](#)    [Transfer](#)

	ReferenceNumber	Request Name	CreatedOn	Due Date	Status	
▶	6	RFQ Test 1	5/8/2013 9:08 AM	5/17/2013 8:00 PM	Open	<a href="#">Amend</a>   <a href="#">Cancel</a>



Showing 1 to 1 of 1 entries

Ensure you are on the "RFQ - Hardware" tab then click the "Amend" link to the right of your RFQ.



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# Amending an RFQ

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## Amend

Request Name

RFQ Test 1

Description

This is only a test

Characters left: 4000

Dates

Acknowledge Expected Date

5/10/2013

Response Expected Date

5/11/2013

Due Date

5/18/2013

Attachments

Only the following file types will be accepted:

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- Excel (.xls & .xlsx)
- TIFF Files (.tif)
- WinZip Files (.zip)
- Word (.doc & .docx)

You may upload with a maximum file size of 5 megabytes (MB) per file.

<input type="text"/>	<a href="#">Browse...</a>	<a href="#">Clear</a>
<input type="text"/>	<a href="#">Browse...</a>	<a href="#">Clear</a>
<input type="text"/>	<a href="#">Browse...</a>	<a href="#">Clear</a>
<input type="text"/>	<a href="#">Browse...</a>	<a href="#">Clear</a>
<input type="text"/>	<a href="#">Browse...</a>	<a href="#">Clear</a>

**Update  
information in the  
Description field as  
required.**



# Amending an RFQ

5/18/2013

## Attachments

Only the following file types will be accepted:

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- TIFF Files (.tif)
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<input type="text"/>	Browse...	Clear
<input type="text"/>	Browse...	Clear
<input type="text"/>	Browse...	Clear
<input type="text"/>	Browse...	Clear
<input type="text"/>	Browse...	Clear

This allows you to attach new files.

## Shipping Information

Shipping Mode

CONUS

Has Multiple Shipping Addresses ☒

Shipping Instructions

**Enter countries, multiple addresses or any other special instructions that would assist the vendor.**

Characters left: 4000

Include Contact Information ☒

**You may attach up to 5 files of 5MB each.**  
(The system accommodates Word, Excel, PDF, TIF, and WinZip files)

Save Cancel

Click "Save" to submit RFQ amendment

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## Request For Quote

Show **10** entries
 


Search:

Create Transfer

	ReferenceNumber	Request Name	CreatedOn	Due Date	Status	
▶	6	RFQ Test 1	5/8/2013 9:08 AM	5/17/2013 8:00 PM	Open	<a href="#">Amend</a>   <a href="#">Cancel</a>

Showing 1 to 1 of 1 entries



Once your RFQ is amended your screen will look like this. A black bar at the top will indicate that your RFQ was amended.



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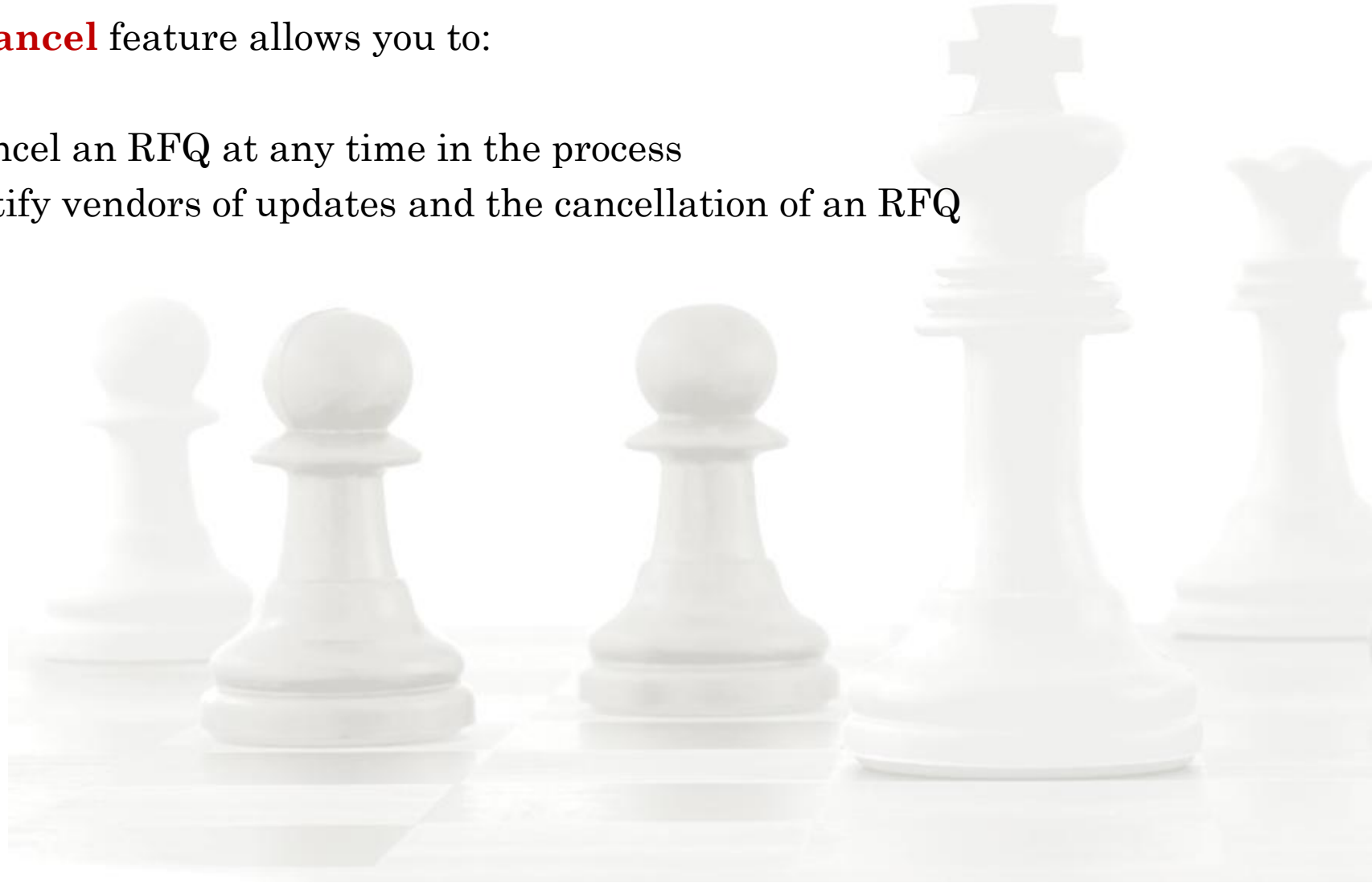


# Canceling an RFQ

# Canceling an RFQ


The **Cancel** feature allows you to:

- Cancel an RFQ at any time in the process
- Notify vendors of updates and the cancellation of an RFQ



# Canceling an RFQ

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**RFQ 6 Created**

**Request For Quote**


Show 10 entries Search:  Create Transfer



ReferenceNumber	Request Name	CreatedOn	Due Date	Status	
6	RFQ Test 1	5/8/2013 9:08 AM	5/17/2013 8:00 PM	Open	<a href="#">Amend</a> <a href="#">Cancel</a>

Showing 1 to 1 of 1 entries

Request For ...  
 ▶ RFI - Information  
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Ensure you are on the  
 “RFQ - Hardware” tab then  
 click the “Cancel” link to  
 the right of your RFQ.


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# Canceling an RFQ

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### Request Cancellation

#### Cancellation Confirmation

Are you sure you would like to cancel this request?


Cancel Reason  
Change in Requirement

Cancel Comments  
Characters left: 4000



**Yes** **No**

**Choose a Cancel Reason from the drop down menu and then click "Yes" to submit.**

**NOTE: Once you select "Yes" you will not be able to edit your RFQ. It will be cancelled.**


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# Canceling an RFQ

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**Request For Quote**


Show 10 entries Search:  Create Transfer

	ReferenceNumber	Request Name	CreatedOn	Due Date	Status	
▶	6	RFQ Test 1	5/8/2013 9:08 AM	5/17/2013 8:00 PM	Cancelled	<input type="checkbox"/>
▶	7	RFQ Test 2	5/8/2013 9:13 AM	5/17/2013 8:00 PM	Open	<a href="#">Amend</a>   <a href="#">Cancel</a> <input type="checkbox"/>



Showing 1 to 2 of 2 entries

**NOTE: Once RFQ is cancelled you will have to submit a new RFQ if you have a new requirement.**

**Once your RFQ is cancelled the Status column will change to "Cancelled"**


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# Transferring an RFQ


# Transferring an RFQ

The **Transfer** feature allows you to:

- Transfer an RFQ at any time in the process to another user
- User is able to transfer multiple RFQ's at once to another user
- The person who submitted or anyone with administrative authority may transfer/reassign the RFQ

# How a Requestor Transfers an RFQ

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### Request For Quote

Show **10** entries
Search: 
[Create](#) [Transfer](#)

	ReferenceNumber	Request Name	CreatedOn	Due Date	Status	
▶	6	RFQ Test 1	5/8/2013 9:08 AM	5/19/2013 8:00 PM	Cancelled	<input checked="" type="checkbox"/>
▶	7	RFQ Test 2	5/8/2013 9:13 AM	5/17/2013 8:00 PM	Open	<input type="checkbox"/>

Showing 1 to 2 of 2 entries

Ensure you are on the  
"RFQ- Hardware" tab  
click the checkbox under the  
Transfer column found to the  
right of your RFQ and then  
click "Transfer."

NOTE: If you click on  
multiple checkboxes  
you will be able to  
transfer multiple  
RFQ's to one person



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# How a Requestor Transfers an RFQ

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RFQ

Transfer To

[Save](#) [Back to List](#)

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Once you start typing this field will auto populate with a list of users pertinent to your search.

Submit contact information about end user. This information is maintained by CHESS, but not shared with vendors.

Then click "Save" to Transfer the RFQ.

# How a Requestor Transfers an RFQ

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**Requests Transferred to User, Another (user@anotheruser.com)**

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**Request For Quote**

Show 10 entries Search: Create Transfer

ReferenceNumber	Request Name	CreatedOn	Due Date	Status	
6	RFQ Test 1	5/8/2013 9:08 AM	5/17/2013 8:00 PM	Cancelled	<input type="checkbox"/>
7	RFQ Test 2	5/8/2013 9:13 AM	5/17/2013 8:00 PM	Open	Amend   Cancel <input type="checkbox"/>



Showing 1 to 2 of 2 entries

Once your RFQ is Transferred your screen will look like this. A black bar at top will indicate that your RFQ has been transferred.

**NOTE: The RFQ that was transferred will no longer appear in your list of RFQ's.**

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# Vendor View of RFQ Responses

# Vendor View of RFQ Response

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## Request For Quote

W91QUZ-06-D-0002 : ADMC-2

Show 10 entries

Search:

ReferenceNumber	Request Name	CreatedOn	Due Date	Status	
10	RFQ Test 3	5/8/2013 9:32 AM	5/17/2013 8:00 PM	Open	<a href="#">Respond</a>   <a href="#">No Bid</a>

Showing 1 to 1 of 1 entries

Once Vendors log in,  
they will see a screen  
that looks like this.

In order to respond to a  
particular RFQ, the Vendor  
must click the "Respond"  
link to the right of the RFQ.


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# Vendor Responds to an RFQ

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Request For ...

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  - Index**
- RFP - Services

## Respond to Request

Response

Text

Characters left: 4000

Quote Total:




Attachments

Only the following file types will be accepted:

- Adobe Acrobat PDF (.pdf)
- Excel (.xls & .xlsx)
- TIFF Files (.tif)
- WinZip Files (.zip)
- Word (.doc & .docx)

You may upload with a maximum file size of 5 megabytes (MB) per file.

<input type="text"/>	Browse...	Clear
<input type="text"/>	Browse...	Clear
<input type="text"/>	Browse...	Clear
<input type="text"/>	Browse...	Clear
<input type="text"/>	Browse...	Clear

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A Vendor uses an online form to submit a response, (bid or “no bid”), but will submit proposal documents directly to the RFQ requestor.

You may attach up to 5 files of 5MB each. (The system accommodates Word, Excel, PDF, TIF, and WinZip files)

# Vendor Responds to an RFQ

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Request For . . .
 

Request For Quote
 

W91QUZ-06-D-0002 : ADMC-2

Show 10 entries
 Search:

ReferenceNumber	Request Name	CreatedOn	Due Date	Status	
10	RFQ Test 3	5/8/2013 9:32 AM	5/17/2013 8:00 PM	Responded	<a href="#">Respond</a>   <a href="#">No Bid</a>

 Showing 1 to 1 of 1 entries

Once a response is submitted the Status will change to "Responded."



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# Requestor View of RFQ Responses

# View RFQ Response

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**Request For Quote**

Show **10** entries      Search:

ReferenceNumber	Request Name	CreatedOn	Due Date	Status	Transfer
6	RFQ Test 1	5/8/2013 9:08 AM	5/17/2013 8:00 PM	Cancelled	
7	RFQ Test 2	5/8/2013 9:13 AM	5/17/2013 8:00 PM	Open	<a href="#">Amend</a>   <a href="#">Cancel</a>
10	RFQ Test 3	5/8/2013 9:32 AM	5/17/2013 8:00 PM	Open	<a href="#">Amend</a>   <a href="#">Cancel</a>

▼ Responses to current version

Contract	Vendor	Acknowledged	Responded
W91QUZ-06-D-0002	Dell	5/8/2013	5/8/2013

Showing 1 to 3 of 3 entries

Ensure you are on the "RFQ-Hardware" tab when reviewing responses. Double click on the RFQ you want to review and filter down to see responses.

1/8 indicates number of vendors that have responded. (Ex: Out of 8 Vendors 1 responded)



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# Questions



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or email at

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